



Virtual Meeting Guidance for 4-H Adult Volunteers

Virtual 4-H meetings can help keep 4-H members connected and on track with their 4-H projects. Keep in mind that not all 4-H members have access to technology to participate in virtual or conference call 4-H meetings. Since this is the case, virtual or conference call 4-H meetings cannot be mandatory and may serve as one option for participation.

The protection of members is of utmost importance in the 4-H YDP. Preventing one-on-one interactions between members, as well as between members and adult participants (volunteer and other adults), is a cornerstone of the 4-H youth protection strategy. As such, please continue to ensure that all [4-H Youth Protection policies](#) are followed during all virtual 4-H activities.

4-H members who choose to attend virtual or conference call 4-H meetings should do so from their own home and not congregate with other members who do not live in the same home for the virtual meeting. Virtual or conference call 4-H meetings should have a purpose and must have an educational, recreational and/or social component. Please consider that social connection may be a priority for many families. Relationship building can be the educational component of the meeting.

The 6-hour project completion requirement is still applicable for virtual project meetings. Think about ideas and resources for how this can happen and be flexible in how those hours will be met. For example, encourage members to use self-guided activities at home with family and share through photos, art, video, creative writing, etc.

Zoom Pro Accounts are available on a temporary basis and can be requested by contacting your local UCCE 4-H Advisor or Community Education Specialist. The County 4-H Office manages how the accounts are “checked out”. Please use Zoom if you need a virtual platform that is ADA compliant for transcription.

Keep in mind the following when holding a virtual 4-H club or project meeting:

- Ensure a minimum of two approved 4-H Adult Volunteers (*If two cannot be present, one 4-H Adult Volunteer and another adult at least 21 years old or staff must participate) are in place for virtual or conference call 4-H meetings and are connected prior to members arriving.
- Members should identify themselves with their first name only.
- Use only “group chat” and turn off “private chat” in any virtual meeting.
- For club meetings, officers should fulfill their normal responsibilities for leading the meeting, taking minutes, etc.
- Do not record the meeting.
- Turn off “screen sharing” for participants. You can grant screen sharing for individual members as needed.
- Only approved 4-H Adult Volunteer leaders may host virtual or conference call 4-H meetings.

- Keep regular attendance records, as you would normally do, at all 4-H club and project meetings.
- Please work with your County 4-H Office for virtual or conference call 4-H meetings or if you have any questions.

We are regularly updating resources for both conducting virtual meetings and using online tools that can be found at <https://ucanr.edu/sites/ca4H/>

Please reach out to your local UCCE 4-H Advisor or Community Education Specialist for questions related to local 4-H program questions.